

# Harry S Truman National Historic Site

## Group Reservations & Academic Fee Waiver Criteria Policy

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### Harry S Truman National Historic Site Group Reservations and Academic Fee Waiver Criteria for Applicants

Harry S Truman National Historic Site accepts advance reservations for educational groups. In addition, regulations allow school groups and other *bona fide* national academic institutions to obtain a waiver for park entrance fees, provided that the visit is for educational or scientific purposes, and the resources or facilities the group proposes to use support those purposes. Fee waivers must be approved in advance of the visit and cannot be issued when a group arrives on-site. Groups without a pre-approved fee waiver will pay entrance fees.

**Advance Reservations:** Advance reservations are not granted except for applicant groups that demonstrate they qualify by meeting the qualifications for academic groups as outlined below. In addition, the maximum sized group for which the park will consider an advance reservation is 24 individuals, regardless of age, including chaperones and/or instructors. Such a group will be expected to arrive at the park visitor center, view a short introductory audiovisual program about the Truman home, and then proceed to the Truman home for their tour. There the group will break into three groups of eight individuals, each of which will take consecutive thirty-minute tours of the Truman home.

**Academic Fee Waivers:** Academic fee waivers are not granted automatically. Applicant groups must show they qualify for the waiver. There are three criteria the group must meet to qualify for an academic fee waiver: eligibility, educational purpose, and relevance of park resources or facilities. These criteria are detailed below.

### Academic Fee Waiver Criteria

1. **Proof of Eligibility:** Applicants must prove they are a *bona fide* academic institution by submitting one of the following:
  - A statement confirming educational or scientific tax-exemption from the Internal Revenue Service (IRS) or the applicant's national, state, or local tax authority; or
  - A statement, from a *bona fide* academic institution, confirming that the group is visiting for the purpose of providing transferable educational credit based on a curriculum; or
  - A statement of accreditation as an academic institution, from a recognized national, regional, state, or local authority at the applicant's location.
2. **Educational Purpose of the Visit:** Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. Site the curriculum standard, if applicable.
3. **Relevance of Park Resources or Facilities:** Applicants must provide a written statement identifying the park resources and/or facilities that will be used to support the educational purpose of the visit, and how they are relevant to that purpose.

Please be aware...

- A general statement that the visit is for “educational purposes” is insufficient. If your group is using a commercial tour company, the group (not the company) must apply for the fee waiver, and must state how the tour supports the curriculum. *See Educational Purpose of Visit, above.*

- It is insufficient to merely state or imply eligibility on the organization's letterhead. Your fee waiver request cannot be approved without one of these documents. *See Proof of Eligibility, above.*
- Provide the name of the course and a brief description. The applicant must be providing educational credit hours based on a specific course of instruction. *See Relevance of Park Resources or Facilities, above.*
- For fee waivers, the ratio of teachers/chaperones to students is as follows:

One (1) teacher/chaperone is allowed free entry for each:

Twenty (20) college students

Ten (10) high school students

Five (5) elementary school students

- All individuals age 15 and younger are exempt from park entrance fees.
- Fee waivers are not available at the visitor center.
- Academic fee waivers cannot be granted for hardship factors.
- Service, civic, or fraternal organizations, such as Scouting, Rotary, and Elks, do not qualify for an academic fee waiver.
- "Blanket" academic fee waivers for all national parks are not issued or accepted. Groups must submit separate requests to individual parks for approval. A list of parks and contact addresses is at [www.nps.gov](http://www.nps.gov).
- Home schools may be granted fee waivers based on the course of study following the procedures above.

### **How to Apply for an Advance Reservation & Academic Fee Waiver at Harry S Truman National Historic Site**

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If you meet the criteria above, please complete and submit the **Harry S Truman National Historic Site Application for Advance Reservation and Educational Fee Waiver** to the address at the top of the application form. Please allow 14 days for processing. The park will contact you once the application is processed.

If your request is approved, you will receive an academic fee waiver. The park will contact you to arrange a time and date and issue instructions for your visit. *The group leader must present a copy of the approved fee waiver at the park visitor center.*

If your request is denied, you will receive a letter from the park explaining why your group does not qualify. If the request is denied because the required material is not submitted, the park will attempt to contact and assist you.

If you have any questions, please feel free to contact Doug Richardson at 816-254-2720 or [doug\\_richardson@nps.gov](mailto:doug_richardson@nps.gov).